

U.S. GOVERNMENT PRINTING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Certificate/Award Holders

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Treasury
(FLETC)

Single Award

TERM OF CONTRACT: The term of this contract is for 1 base year (September 1, 2000 through August 31, 2001) and 2 option years. Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract" and "Economic Price Adjustment."

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 483km (300-mile) radius of Brunswick, GA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date metric measurements will be used exclusively in all specifications.

Minor changes are scattered throughout.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO REBECCA STONE (404) 605-9160, Ext. 9172 OR E-MAIL rstone@gpo.gov. REFER ALL OTHER QUESTIONS (**INCLUDING REQUEST FOR ABSTRACT***) TO THE CONTRACT ADMINISTRATOR - TEAM A (404) 605-9160, Ext. 9174. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE*

***if not attached or on the internet** (<http://www.access.gpo.gov/procurement/abstracts/atlanta>), you may **FAX request** to (404) 605-9185/9186.

BID OPENING: Bids shall be publicly opened on August 23, 2000, at 2 p.m., prevailing Atlanta, GA time.

Bids must be submitted to: Atlanta Regional Printing Procurement Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318-2566

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)).

SUBCONTRACTING: The predominant production function may be either the production of the certificate/award holders or foil stamping. Bidder who must subcontract both operations will be declared nonresponsible.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this provision. The total duration of this contract, including the exercise of any options under this provision, shall not exceed three years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be

supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001 (or August 31, 2002, or August 31, 2003, if options are taken). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of Certificate/Award Holders (both hardback and flexible) requiring such operations as die making, foil stamping, packing, and distribution.

TITLE: Certificate/Award Holders.

FREQUENCY OF ORDERS/QUANTITY: It is anticipated that the following will be required:

Approximately 4 of the orders will be for hardback certificate/award holders ranging in quantity from 25 to approximately 1,000 per order. While no guarantees can be made, it is anticipated that 3 of the orders will average 35 copies, and that 1 order will require 1,000 copies.

Approximately 11 of the orders will be for flexible certificate/award holders ranging in quantity from 75 to approximately 2,000 per order. While no guarantees can be made, it is anticipated that 10 of the orders will average 240 copies, and that 1 order will require 2,000 copies.

Each order will require the appropriate number of presentation envelopes.

FINISHED SIZES:

Hardback Certificate/Award Holders: approximately 270 x 224mm (10-5/8 x 8-13/16") to accommodate a 254 x 203mm (10 x 8") certificate up to approximately 295 x 222mm (11-5/8 x 8-3/4") to accommodate a 279 x 216mm (11 x 8-1/2") certificate. Landscape style only.

Flexible Certificate/Award Holders: approximately 270 x 224mm (10-5/8 x 8-13/16") to accommodate a 254 x 203mm (10 x 8") certificate up to approximately 295 x 230 (11-5/8 x 9-1/16") to accommodate a 279 x 216mm (11 x 8-1/2") certificate. Both portrait and landscape styles will be required.

Presentation Envelopes: approximately 241 x 318mm (9-1/2 x 12-1/2").

NOTE: It is anticipated that most of the holders will be required to accommodate 216 x 279mm (8-1/2 x 11") certificates.

DISPLAY SAMPLES: Samples comparable to those to be produced on the contract will be available for inspection by bidders at the FLETC, Printing Office, Bldg. 29, Glynco, GA 31524. To arrange for inspection, contact Ms. Lynna Daniels (912) 267-2304 between the hours of 9 a.m. and 4 p.m. Monday through Friday, until the bid opening date. While these samples are representative of the printing, binding, folding, and other operations required for the major part of the work to be ordered on this contract, occasional orders may include additional requirements as provided for in these specifications.

GOVERNMENT TO FURNISH: It is anticipated that most of the time the Government will furnish the stamping die; however, camera copy, art work, or manuscript copy may be furnished.

Previously produced samples for construction guides and color matches.

Print orders.

Facsimile Transmission Sheets.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Occasionally the contractor will be required to set from 1 to 3 typelines per furnished manuscript, same or similar to the furnished sample.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under the contract.

PROOFS: The contractor may be required to FAX a proof of lines that are typeset.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

Color of holders, linings, and ribbons furnished shall be of a uniform shade and a close match by visual inspection of the pantone number indicated and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order if the color in his opinion, materially differs from that of the color sample(s).

Hardback Certificate/Award Holders: Binder boards (approximately .098" in thickness and equal to JCPR30) covered with pebble finish dark green or dark blue (as indicated) Skivertex Samala 5128 Series 1, or equal. Inside panels to be lined with white or blue moire satin or silk fabric mounted onto a white cardboard (approximately .015" in thickness) panel.

Flexible Certificate/Award Holders: 17 pt dark green, white, or dark blue (as indicated) Leatherette Latex Impregnated stock equal to Pajco-Lexide, 17pt, #36c Kid Finish, Dull Backcoat #1, Waterbase finish. Inside back panel to be lined with white coated 1 side cover stock, approximately 23 pt thick.

Both Hardback and Flexible Certificate/Award Holders: Corners of the inside back panel are to be white, gold, blue, or green (as indicated) rayon, silk, or nylon. Protective covering of the inside back panel to be clear acetate, .004 to .005" thick. Acetate must be clean, free from dirt, oil, foreign matter, rough edges, scratches, scuffs, cracks, blisters, bubbles, pits, tears, dents, holes, or other defects which may affect appearance or serviceability. A sheet of onion skin paper shall be placed over the acetate.

Presentation Envelopes: White Writing or Wove, grammage 75 to 90 g/m² (basis weight: 24 to 28 lbs per 500 sheets, 17 x 22"). Open end, optional flap, suitable seams.

STAMPING DIES: Contractor will be required to produce stamping dies when not furnished by the Government. It is anticipated that sizes will range from 38mm (1-1/2") diameter up to and including 162 x 175mm (6-3/8 x 6-7/8") area.

Dies are to be held for reuse on subsequent orders. The dies are the property of the U.S. Government, and shall be returned to the address under "SCHEDULE" at the end of the contract period, unless the contractor is again awarded the purchase order for the subsequent contract year.

FOIL STAMPING: Foil stamp in one color as indicated on the print order. It is anticipated that most of the orders will require imitation gold foil; however, other colors may also be required. Match pantone number or sample furnished with the print order.

Print on front only. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape. There must be solid impressions, no picking pinholes or filled letters.

Presentation envelopes do not print.

MARGINS: Margins will be as indicated on the print order or furnished copy.

CONSTRUCTION:

Hardback Certificate/Award Holders: Inside front and back panels will be lined with a silk or satin fabric covered panel (of white cardboard stock) securely glued into place. Margins as indicated on furnished sample.

Flexible Certificate/Award Holders: Score on fold. Inside back panel will be lined with a white coated cover stock, securely glued into place. Margins as indicated on furnished sample.

Both Hardback and Flexible Certificate/Award Holders: The corners of the inside back panel are to be covered with rayon, silk, or nylon ribbon, approximately 1-1/4", 45 degree triangular cut, in order to hold the applicable size certificate in place. A protective covering of clear acetate is to be placed inside the triangular corners along with a sheet of onion skin paper.

PACKING: Pack as indicated on the print order in shipping containers. Each shipping container must not exceed 18.1kg (40 pounds) when fully packed.

Shipping containers shall have a minimum bursting strength of 1 896 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 507 kg per mm width (44 pounds per inch width).

Slip sheet between each printed holder.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DISTRIBUTION: Most of the orders will deliver f.o.b. destination to FLETC, Printing Office, Bldg. 29, Glynco, GA 31524.

Occasionally an order may require distribution f.o.b. contractor's city to different destination(s). For these orders, the contractor will be reimbursed for postage by submitting an appropriate receipt for same with the billing for payment. Prompt payment discounts will not apply to that part of the billing which applies to postage charges. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Upon completion of each order, all Government furnished materials and films made by the contract must be returned to the address listed under "Schedule".

All expenses incidental to the pickup and returning of furnished materials, submitting proofs, and furnishing samples must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined; however, furnished material will be ready for pickup upon notification by the Government.

Furnished material must be picked up from and delivered to: FLETC, Printing Office, Bldg. 29, Glynco, GA 31524.

The following schedule begins upon notification of the availability of print order and furnished material.

Orders must be completed and delivered within 10 to 30 workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to Glynco, GA, or products ordered f.o.b. contractor's city must be delivered to the U.S. Postal Service for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

1.
 - (a) 70
 - (b) 1,035
2.
 - (a) 480
 - (b) 3,920
3.
 - (a) 139

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city using reimbursable postage via the USPS or f.o.b. destination to Glynco, GA. Freight is not a factor in determining award.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

All billing submitted to the GPO shall be based on the most economical method of production.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including cost of presentation envelopes) necessary for the complete production and distribution of the product listed in accordance with these specifications.

1. Hardback Certificate/Award Holder:
 - (a) To accommodate 10 x 8" certificate each..... \$ _____
 - (b) To accommodate 11 x 8-1/2" certificate.... each..... \$ _____
2. Flexible Certificate/Award Holder:
 - (a) To accommodate *10 x 8" certificate..... each..... \$ _____
 - (b) To accommodate *11 x 8-1/2" certificate.. each..... \$ _____
*Portrait or landscape style.
3. Producing Stamping Dies:
 - (a) Per square inch \$ _____

NOTE: No charge will be allowed for Government furnished dies.

All dies made by the contractor will become the property of the Government and MUST be returned to the applicable address at the end of the contract period, unless the contractor is again the successful bidder.

(Return this page in triplicate.)

(Initials)

ASSUMED AREA OF PRODUCTION: My production facilities are located within the assumed area of production. _____yes _____no

Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material:

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____

2. Proposed carrier(s) for delivery of completed product:

a. Number of hours from notification to carrier to pickup of completed product..... _____

b. Number of hours from pickup of completed product to delivery at destination _____

NOTE: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with two copies of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

NOTE: Contractor's complete address, Program Number, and bid opening date and time should be referenced on the envelope containing the bid.

(Return this page in triplicate.)